

Confidentiality Agreement Crisis Center

Applies to all Crisis Center employees in all job capacities, volunteers, trainees, interns, and employees of other entities who are stationed here as their worksite.

It is the responsibility of all Crisis Center employees in all job capacities, volunteers, trainees, interns and employees of other entities who are stationed here as their worksite to preserve and protect confidential resident, residents' family, employee and business information.

The federal Health Insurance Portability Accountability Act (the "Privacy Rule") governs the release of patient identifiable information by health (including mental health) providers. The Crisis Center complies with this and all other laws and regulations to preserve the confidentiality of information and specifies that such information may not be disclosed except as authorized by law or the employee, or client's legal representative.

Confidential Information includes: Any individually identifiable information in possession or derived from a provider of health care regarding a client's Medical history, mental, or physical condition or treatment, as well as the client's and/or their family members' records, test results, conversations, and financial information. Examples include but are not limited to:

Physical medical and psychiatric records including paper, photo, electronic, diagnostic and therapeutic reports:

Department based computerized client data:

Visual observation of clients accessing services and

Verbal information provided by or about the client.

Exceptions:

When a client presents an imminent danger to self or others:

When the life or safety of a readily identifiable third person is endangered:

When disclosure is made necessary by legal proceedings:

To provide information to the client's Casemanager of DCS. In accordance with the IAC DCS must provide protective services to prevent a child's exposure to further incidents of child abuse or neglect. DCS must provide or arrange for, coordinate and MONITOR the provision of services to ensure the safety and well being of children.

Confidential Employee and Business Information includes, but is not limited to, the following:

Employee home telephone number, cell phone number and address:

Spouse or other relative names:

Social Security number or income tax withholding records:

Information related to evaluation of performance

Information obtained from Crisis Center records which if disclosed, would constitute an unwarranted invasion of privacy